



A Member of The Texas A&M University System

## THE 109/309.001 THEATRE PRACTICUM COURSE SYLLABUS: SPRING 2019

**Instructor:** Donna Deverell, Technical Coordinator/Adjunct Faculty

**Office:** PAC 116 (inside the Costume Shop)

**Office Hours:** Monday/Wednesday 11:00 am – 1:00 pm, TR 12:15 pm – 1:00 pm, and by appointment

**Office Phone:** 903-886-5319

**Email:** [donna.deverell@tamuc.edu](mailto:donna.deverell@tamuc.edu)

### COURSE INFORMATION

**Course Description:** The purpose of this course is to learn theatre by doing it. The respective shop supervisors will teach theatrical production in safe, structured instruction. Various jobs and duties will relate closely to the current production, as well as the daily operations of the theatre. This course will develop your skills in production, problem-solving, and use of tools and technology. This course will also develop your ability to work in a group, as well as developing your work ethic, attitude, respect, and reliability.

**Required Text Book:** *The Backstage Handbook: An Illustrated Almanac of Technical Information (3<sup>rd</sup> Edition)* by Paul Carter, ISBN-13:978-0911747393, ISBN-10: 0911747397

#### Materials:

1. Mandatory – safety glasses, work gloves, work clothes, closed-toed shoes, QR reading app on smart phone/device, crew shirt
2. Recommended – ear plugs, steel-toed shoes
3. Other materials and specific work attire may be necessary, and at the discretion of your supervisor.

**IF YOU DO NOT HAVE THESE ITEMS, YOU WILL NOT BE ALLOWED TO WORK YOUR HOURS. THIS IS NOT NEGOTIABLE.**

#### Student Learning Outcomes:

1. Students will learn essential skills in various aspects of theatre production, including (but not limited to) construction, painting,

- marketing, sewing, etc.
- Students will be assigned to production crews, and learn the expectations of each.
  - Students will cultivate appropriate attitudes, skills, and professionalism required for working in a theatre.

<b>COURSE REQUIREMENTS</b>
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**Attendance/Participation:**

Attendance and participation in course activities (including work assignments, crew assignments, and work hours) are mandatory for this course. **NOTE: Participation is defined as following instructions from faculty, designers, supervisors, etc. in a safe and timely manner, and with a positive attitude. Negativity, unsafe practices, and poor attitude WILL negatively affect your grade, regardless of how many hours you have worked.**

**Grading**

Your grade will be determined as follows:

Work hours (weekly average)	45%
Skills Test	10% (total)
Mandatory Work Calls	10%
Show Crew	10%
Auditions	5% (total)
Strike	20% (total)

Exceptional work will receive an	A (90% and above)
Above average work will receive a	B (80% - 89%)
Average work will receive a	C (70% - 79%)
Below average work will receive a	D (60% - 69%)
Unacceptable work will receive an	F (59% or less)

**Assessment:**

- Each student will fill out a form to indicate availability and areas of interest. You will receive an assignment based on your responses, as well as the needs of the department/production. Please note that you are not guaranteed your preferred assignment. Students are rotated through various shops each semester (and within a given semester) to provide the student with a well-rounded education.
- All assignments will be posted on the main call board, located across from the graduate student offices. It will contain all necessary information for the current production. **It is your responsibility to check the call board each day.** Pertinent information will be posted by noon, although sometimes emergencies arise that may result in less time.

**Note: Social media, email, and text messaging are NOT the same thing as the**

**call board.** Although information may be shared via these outlets, the call board is still the central communication area. “No one told me” is never an excuse.

3. Students will clock in, report to the appropriate supervisor, and be ready to work on the project/duties assigned for the day. At the end students will clock out. More information regarding time management will be provide later in the syllabus. **If you do not clock in/out, you will not receive credit for the time worked.**
4. Students must be dressed in work clothes. This includes “paint clothes” (or, clothing you do not mind getting ruined), close-toed shoes, and any safety gear required for the shop or project. If you do not wear them in, please bring them with you. You cannot clock in until you are dressed appropriately ready to work. Failure to work due to lack of appropriate attire will result in zero hours for the day. NOTE—Box Office personnel requires a different dress code, which will be addressed at your first shift.
5. Student must work a MINIMUM OF FOUR HOURS PER WEEK to pass this class. If you wish to receive a higher grade, you must work more hours.
6. If you will be missing work for any reason you **must** notify Donna **and** your immediate supervisor. Failure to do so will result in points being deducted from your total hours. Hours missed from excused absences may be made up with proper arrangements with the supervisor. Unexcused absences (no call/no shows) will not be eligible for makeup work.
7. If a work call is made for your assigned shop, you will be required to work at least one of the time blocks for every work call posted. These are mandatory, and separate from your regularly scheduled work hours. They cannot be used to make up missed hours. (You may sign up for an extra work call shift for makeup hours, but you must work the mandatory time first.) Sign-up sheets for work call shifts will be posted on the call board. Failure to attend work calls will result in hours subtracted from your total hours.
8. Strike is mandatory for each student, for each production. Failure to attend strike may result in failure of this course.
9. All students are required to audition for every University Playhouse production. Failure to do so may result in failure of this course.
10. Students are required to crew each show. Crew positions will usually be based on your shop assignment. If you are cast in both shows, you will not be required to hold a crew position. Failure to crew a show may result in failure of this course.

11. Crew members must wear the approved crew shirt, black pants, and black shoes for all technical rehearsals and performances. Failure to dress appropriately will result in immediate removal from your position.
12. Each shop will administer benchmark skill tests throughout the semester. These tests are designed prove your abilities within each shop. Each test must be completed before the due date, although you may request a test earlier than the due date, if you feel you are prepared. You must schedule a test time with your shop supervisor. These tests are administered as pass/fail—you either know it, or you don't. Failure to pass the benchmarks may result in failure of this course.
  - Benchmark #1 due by March 1
  - Benchmark #2 due by April 5
  - Benchmark #3 due by May 3
13. Minimum effort will result in minimum grades. To earn a higher grade, you must go above the minimum requirements (see grading scheme above).
14. Performance during the run of a show will affect your grade. The director, design team, and faculty have the right to replace any actor, designer, or crew member during the rehearsal and/or run of the show. This may be for attitude, work ethic, failure to meet deadlines, etc.
15. If you are fired from a cast or crew for any reason it will result in automatic failure of this class.

### **TECHNOLOGY REQUIREMENTS**

Each student is required to have a working email address that you will check daily. If you do not already have one, please make arrangement before the next class meeting.

It is recommended that students download a QR code reader to their smart phone or other device they will have during class time.

### **COMMUNICATION AND SUPPORT**

If at any time you feel that you need further instruction or explanation, please feel free to speak with me at your convenience. I have an open-door policy with all students. If you do not feel that you are getting what you need, either from the class, a supervisor, fellow students, etc. please let me know. I cannot help you find a solution if I don't know that there is a problem.

If you are asked to perform a duty or use a new tool with which you are unfamiliar, please inform your supervisor immediately so that you can be instructed in safe and proper

execution. Students of all skill level will be working together, and we do not expect you to know everything from the onset.

### COURSE PROCEDURES

Once assigned to a shop, the student will receive more specific instructions regarding the safety procedures and policies set in place by local, federal, and university governments. The student will also receive training specific to the functions within said shop, and are expected to perform these duties as instructed by supervisors.

**ATTENDANCE IS MANDATORY!** You are expected to be actively engaged in projects while you are clocked in. Breaks are observed. However excessive breaks, texting, working on outside work (homework, personal projects, etc.), sleeping, social media, lack of participation, etc. will result in removal of the class for the day and docked hours (in addition to the hours lost for leaving).

If you report to work, rehearsal, etc. under the influence you will be removed immediately and referred to the department head for appropriate disciplinary action.

### UNIVERSITY PROCEDURES

**Student Disability Services:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services  
Texas A&M University-Commerce Phone  
(903) 886-5150 or (903) 886-5835  
StudentDisabilityServices@tamuc.edu  
Gee Library Room 132  
Fax (903) 468-8148

**Student Conduct:** All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. From the Code of Student Conduct: "Civility in the classroom or online course and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom/online course. Courteous behavior and responses are expected. To create and preserve a learning environment that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves always in a manner that does not disrupt teaching or learning. Faculty have the authority to request students who exhibit inappropriate behavior to leave the class/online course and may refer serious offenses to the University Police Department and/or the Dean of Students for

disciplinary action.”

The Code of Student Conduct from Student Guide Handbook can be found here:

<http://web.tamuc.edu/studentLife/documents/studentGuidebook.pdf>

**Academic Honesty:** Students will adhere to the tenets of academic honesty while in this class. Academic dishonesty includes working on non-group projects with others, deception, impersonation, cheating during a test, and plagiarism. These are all offenses that warrant disciplinary action up to, and including, an F in the course. Additionally, any student found guilty of a Breach of Conduct, including Academic Honesty, could face the following disciplinary actions imposed by the University:

- (1) Expulsion from the University. Students may not return to the University.
- (2) Suspension from the University for a definite or indefinite period.
- (3) Disciplinary probation with or without loss of designated privileges for a specified period. The violation of the terms of disciplinary probation or the infraction of any University rules
- (4) Loss of privileges.
  - a. Denial of the use of an automobile for a designated time (on campus).
  - b. Removal from elective or appointive office.
  - c. Ineligibility for pledging, initiation, and representation of the University.
  - d. Removal from residence hall or other University housing.
  - e. Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- (5) Admonition and warning.
- (6) Notification of parents.
- (7) Such other actions as may be approved by the University Discipline Committee or the Dean for Campus Life and Student Development.

Plagiarism is the use of someone else’s information without proper and formal citation. Information about avoiding plagiarism can be found here:

<http://owl.english.purdue.edu/owl/resource/589/01/>

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02. R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## STUDENT RESOURCES

### **Department of Theatre**

Performing Arts Center (PAC), Room 101  
Phone: 903-886-5346 (Main Office)  
Box Office: 903-886-5900

### **Communication Skills Center**

Writing Lab—for assistance with papers  
Hall of Languages, Room 103  
<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>

### **TAMUC Counseling Center**

Free mental health screenings and counseling for all currently enrolled students  
Student Services Building, Room 204  
Phone: 903-886-5145

### **Student Health Services**

Free healthcare for all currently enrolled students  
Henderson Hall  
Phone: 903-886-5853  
<http://www.tamuc.edu/campuslife/campusServices/studentHealthServices/default.aspx>

# Benchmarks

Benchmark #1 due by March 1

Benchmark #2 due by April 5

Benchmark #3 due by May 3

## Box Office

To be determined by Box Office Supervisor

## Lighting

1. Identify lighting instruments
2. Hang/focus
3. Program/run light board

## Scene Shop

1. Identify tools and materials
2. Measure/cut lumber
3. Assemble set piece

## Costume Shop

1. Identify tools and materials
2. Laundry and Hand Stitching
3. Machine Stitching



# TIME MANAGEMENT SYSTEM

Each student will have a personal QR code and web address for the semester. These will be located on the Practicum call board, next to the costume shop.

1. Follow QR code/web address to your personal form. Check the box to verify that this is your form.

John Smith

Time Sheet for Rehearsal and Performance, Summer 1, 2017

\* Required

Do you verify that you are John Smith, or an authorized shop supervisor, designer, director, staff, or faculty member? \*

Verify

Ad closed by Google

2. IF YOU ARE CLOCKIN IN, click "SUBMIT" and report to your supervisor.
3. IF YOU ARE CLOCKING OUT, full out the second question regarding duties for the day

If you are clocking out, please give a brief description of your duties during this shift. (Authorized personnel may also use this section to leave feedback about this student employee.)

Today I organized the women's shirts and swept the costume shop.

SUBMIT

Coupons.com  
Free paperless coupons

INSTALL

4. Click "SUBMIT" to end your work day.